

## Human Resources - Frequently Asked Questions

### **Q. How do I contact the Human Resources Department?**

- A.** You may contact an HR staff member during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday as follows:

Minnehaha County  
Human Resources

415 N Dakota Avenue  
Sioux Falls, SD 57104  
*Phone:* 605.367.4337  
*Fax:* 605.367.4488  
*Email:* [jobs@minnehahacounty.org](mailto:jobs@minnehahacounty.org)

### **Q. How do I apply for a job with Minnehaha County?**

- A.** Minnehaha County uses an internet based online job application process which can be completed from any computer with Internet access.

On your first visit to the website you will need to establish an account and create a user ID and password. You will create a “master” application that you can review and edit each time you apply for a job.

We encourage you to complete each part of the application in detail. You can add additional work history and education as needed. Please start with the most recent experience/education entry when entering your information. Each time you input information, you will need to click on the “Save and View Application” button. If the system is inactive for more than 60 minutes, it will automatically log you off.

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, pregnancy, marital status, sexual orientation, age, disability, veteran’s status or any other protected group. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.

Please allow plenty of time to apply online in case you experience technical difficulties with your computer. Do not wait until the last day to apply.

**Q. How can I get help applying for jobs?**

- A.** If you are experiencing technical difficulties using the County system to apply for a job online, contact the Minnehaha County Human Resources Department at 605.367.4337 during business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday or by email at [jobs@minnehahacounty.org](mailto:jobs@minnehahacounty.org).

If you need access to a computer, please visit:

Minnehaha County Human Resources  
County Administration Building, 2<sup>nd</sup> Floor  
415 N Dakota Avenue  
Sioux Falls, SD 57104  
605.367.4337  
<http://jobs.minnehahacounty.org>

South Dakota Department of Labor  
811 E. 10<sup>th</sup> Street  
Sioux Falls, SD 57103  
605.367.5300  
<http://dol.sd.gov>

The Siouxland Libraries may also have public computers for you to use in completing your online application.

Siouxland Libraries Main Branch  
200 N. Dakota Avenue  
Sioux Falls, SD 57117  
605.367.8720  
[www.siouxlandlib.org](http://www.siouxlandlib.org)

**Q. How long will it take to apply for a job?**

- A.** On average, allow approximately 30-45 minutes to complete your application. After you complete the section labeled “Agency Wide Questions,” you can either click the “Save and Proceed” button to move to the next step of the application process or click the “Save Work in Progress” button and complete the application at a later time.

Note: You must click the “Confirm” button at the end of the application by 5:00 p.m. on the posted close date to be considered for recruitment.

**Q. How can I verify my application has been received?**

- A. When you submit your application electronically, you will receive an e-mail confirmation upon submission.

If you did not enter an e-mail address on your electronic application, you may verify the positions for which you have submitted applications by going to <http://jobs.minnehahacounty.org/>, clicking on the “Applicant Login” link, and logging in with your user ID and password. Then click the “Application Status” button.

**Q. Is there an application deadline?**

- A. The closing date for each position is listed on the [Career Opportunities](#) website. All application materials must be received by 5:00 p.m. on the posted close date. Once a position closes, it will be removed from the web site and applications will not be accepted. Some job opportunities list “Continuous” under the closing date. These opportunities remain open until filled.

**Q. I missed the deadline. Can I still apply?**

- A. Once a closing date for a position has passed, no applications will be accepted or considered. Please continue to visit the [Career Opportunities](#) web site and apply for new jobs as they become available.

**Q. How can I add additional employment or education entries?**

- A. Go to <http://jobs.minnehahacounty.org/>, click on the “Applicant Login” link and login with your user ID and password. You will see a list of applications you have created. Choose the application you want to modify and click the “Edit” link. Click the “Add Education” or “Add Work Experience” links in each section. List education and/or work experience in chronological order, starting with the most recent. After each entry, click the “Save and View Application” button.

**Q. How do I change my address, telephone, or e-mail information?**

- A. If the position is currently open, you may login to <http://jobs.minnehahacounty.org/> and make the changes to your application materials. You may also contact Human Resources Monday through Friday at 605.367.4337 during regular business hours of 8:00 a.m. to 5:00 p.m. or by e-mail at [jobs@minnehahacounty.org](mailto:jobs@minnehahacounty.org).

**Q. How do I edit or delete the information on my online job application?**

- A. Go to <http://jobs.minnehahacounty.org/>, click on the “Applicant Login” tab and login with your user ID and password. You will see a list of applications you have created. Choose the application you want to modify and click the “Edit” link. Use the links on the page to change your information.

**Note:** This will not update the information you have on file for any jobs for which you have already applied.

**Q. How can I review the status of recruitment, my account, or an application?**

**A.** Go to <http://jobs.minnehahacounty.org>, click on the “Applicant Login” and login with your user ID and password. Then click on the “Application Status” tab. You will see a list of your applications and their status.

**Q. Do I have to submit a separate application for each posting?**

**A.** Yes. However, once you create an account, you may build an application and submit that application for multiple jobs by clicking the “Populate” button to automatically answer the agency-wide questions. Review and update your application as necessary. Once your account is created, applying for positions is quick and easy.

**Q. Is there a residency requirement for employment with Minnehaha County?**

**A.** County residence is not required for application or after employment unless otherwise stated in the job announcement.

**Q. How will I know if Minnehaha County will be hiring in the future for a job I am interested in?**

**A.** You may complete a “job interest card” for notification of job categories by going to our career opportunities page at <http://jobs.minnehahacounty.org>.